



UK COLLEGE
OF BUSINESS AND COMPUTING

Admissions Policy and Procedure

Reviewed by	Director of Admissions
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1. Introduction

This policy sets out the principles and processes applied by UKCBC in the selection and admission of students to various courses taught at the college.

Our Admissions Policy is designed to ensure that we admit students who demonstrate the potential to benefit from our course delivery.

The Policy ensures that we follow fair, transparent and consistent admissions practices.

We are committed to equality in education and the students are selected from a diverse population, based on their individual merits, abilities and aptitudes.

The Admissions Policy envisages compliance to the regulations and standards of the awarding bodies, or the partnering universities as per the partnership agreements, for various courses offered.

2. Scope

UKCBC offers undergraduate courses as part of a franchise partnership with the University of West London (UWL). The courses offered by UKCBC in London are available to UK and EU students.

Applicants are expected to fulfil all the admission requirements prescribed by UWL and UKCBC.

UKCBC deliver professional accounting courses awarded by the Association of Accounting Technicians (AAT). The courses are taught at Foundation, Advanced and Professional levels.

3. Links to other policies

UKCBC recommends that this policy is understood in the context of the wider management of student recruitment and particularly in relation to the following policies:

- Admission policies and procedures of the partnering university/college/awarding organisation as stipulated from time to time
- Pre-admissions Support and Guidance Policy
- Equality and Diversity Policy
- Access and Participation Statement
- Recognition of Prior Experiential Learning (for Admission purposes) Policy
- Data Protection Policy
- Admissions Appeals Policy

4. Information for enquirers and applicants

UKCBC is committed to offer advice and guidance to applicants, which is clear, comprehensive and easily accessible.

Our admissions and marketing staff members are trained to provide all relevant information regarding the course taught at UKCBC.

This enables the applicants to make informed choices and apply to the courses appropriate to their interests, academic qualifications and potential.

Course information and other details about admissions and entry requirements are published on our website: www.ukcbc.ac.uk/courses

5. Application process

All applications are submitted online, and it captures relevant details required to assess the eligibility for the course selected.

While submitting applications, applicants can choose the campuses and days of teaching to suit their personal convenience and preferences.

At the time of application submission, applicants can submit all evidence that are deemed necessary to meet the course entry requirements.

The College reviews and acknowledges the receipt of the application and advise the applicant on any missing/additional document that will assist a smooth review of the submitted application.

6. Selection:

UKCBC ensures all staff in admissions roles are well informed, customer-focused and regularly trained to assessing the applicant's suitability for the course.

Each application is considered on an individual basis, considering the merits, abilities and aptitudes of the applicants.

For all the courses, the selection process considers:

- Applicants' interest, commitment and motivation to study
- Achieved and pending academic qualifications
- Work or other non-academic experience, where relevant
- Applicants' performance at an interview and written assessment tests, where relevant
- Applicants' English Language proficiency

If an application does not contain enough information, UKCBC will give the applicant an opportunity to provide the missing information before making an admissions decision.

As an alternative, UKCBC may make an offer conditional on the applicant providing the missing information. Any such conditions attached to an offer of a place will be clear and specific.

Once a decision is made on an application, the college will only consider additional information at its discretion.

Once the applicants meet the course entry criteria, they are unconditionally accepted to study the chosen course. Unconditional offers are sent out followed by the notification to complete the registration process.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. In cases where a student is interested to undertake a course different from the ones offered by UKCBC such students will be sign posted to the partnering university or other institutions offering such courses for the student to make appropriate choice at his/her own discretion.

Application, selection and admission processes are explained in Annex 1

7. Entry requirements

UKCBC provides tuition for courses based on the partnership arrangements with various institutions/awarding bodies. The entry requirements for these courses are set forth by its corresponding awarding organisations.

A) University of West London franchised partnership provision:

Undergraduate degree courses with integrated Foundation year

Applicants to undergraduate degree courses with integrated Foundation year are required to have one of the following academic qualifications to join the course:

- Two A levels, or
- A recognised level 3 qualification from the UK, or
- Any international qualification compared at level 3

The level of qualifications from various countries may vary when compared to the UK's Qualification framework. The comparison of such international qualifications is made through ECCTIS web portals. UK qualifications are compared through Ofqual approved lists.

Applicants who do not hold the qualifications but have work experience, are considered on an individual basis through mature route (applicants aged 21+).

UWL welcomes applications from such individuals who have followed non-standard educational routes but meet entry criteria through work experience.

This is an alternative entry criterion and UKCBC consider such applications as this supports our access and widening participation intention.

Our Admissions team capture all relevant information and each case is assessed individually and are approved by the academic team through Recognition of Prior Experiential Learning Process (RPEL).

Applicants are required to provide details of their work experience to establish their experiential skills and demonstrate their motivation to study the chosen course by completing the following:

- To submit a recent CV detailing their work experience
- To appear for an interview
- To undertake an Assessment test, and
- Complete the Admission Assessment Form (RPEL process – to be completed by the college)

Top-up Degree:

An applicant to a Top-up degree course is expected to have an interest in the chosen course and the ability to demonstrate their motivation for the subject, and have one or more of the following academic qualifications in order to join:

- Pearson BTEC HND Level 5 Certificate, or
- EduQual Diploma (SCQF Level 8), or
- A Diploma of Higher Education, or
- A Foundation Degree, or
- Any other level 5 qualification having 240 credits from the UK

8. English Language requirement

At UKCBC, all teaching, learning and assessment is through the medium of English and hence all applicants are required to demonstrate their English language competency for the chosen course of study.

The English language requirements and tests for the purpose are designed by qualified English language professionals from our UK College of English who ensured strict compliance to English language assessment standards.

For all the undergraduate courses, applicants whose first language is not English will be required to submit a recognised English Language qualification such as IELTS or equivalent to prove their language proficiency at B2 level. If the applicants are unable to submit evidence, they must appear for an English Language Assessment test conducted by UKCBC.

All applicants for the undergraduate courses are required to undertake an admissions interview as a part of their application irrespective of entry routes and merits. The interviews are designed to test applicants' listening and speaking skills.

Applicants who do not have a GCSE/AS/A levels, or any recognised level 3 qualification from the UK or unable to submit IELTS/equivalent test or have not passed a qualification at UK GCSE level from any of the English-speaking countries listed by UKVI are required to undertake the writing test conducted by UKCBC.

The grades achieved in the interviews and the bands from the writing tests are assessed together to determine the applicants' language proficiency.

Details about English language testing at UKCBC is in Annex 2

B) AAT Courses:

AAT Foundation (Level 2):

Applicants are not required to have any prior experience working in accounts to study AAT Foundation. There are no entry requirements, but they need good maths, IT and English skills, and a willingness to learn the subject. Applicants can also take the AAT Qualification Navigator to find out which level they can start at.

AAT Advanced Diploma (Level 3):

Applicants should have either passed AAT Level 2 Certificate in Accounting or may be eligible for relevant exemptions if they been working in an intermediate accounts role before enrolling on this course or have achieved relevant A Levels. Applicants can also take the AAT Qualification Navigator to find out which level they can start at.

AAT Professional Diploma (Level 4) :

Applicants will need to have completed AAT Advanced (Level 3).

9. Access and Widening Participation

UKCBC understands the importance of access and widening-participation and encourages the underrepresented groups towards higher education. The Access, participation and success initiatives will be planned to align with the partner university's strategic priorities, while ensuring that the college strongly supports its students in their learning and development and strongly advocate and implement a student focused approach.

We assess applications with due consideration to the demographic and personal background of applicants, particularly those adult mature learners coming back to study after considerable gap in studies or returning after employment.

The applications from these segments of prospective student groups will be considered against the standard entry criteria of the course they are interested in, demonstrating their suitability for the chosen subject.

Knowledge and skills gained from their work experience is considered as alternative evidence of meeting the entry requirements for the course.

10. Fraudulent and misleading information

UKCBC expects that applicants provide honest and accurate information on their application form and in all subsequent communications with the college.

Where the college has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully. During such investigations, if the college finds that an applicant has made fraudulent or misleading claims in their application, the college reserves the right to withdraw any offer it has made.

If the college identifies any misrepresentation during any stage of the admission process, further processing will be stopped with immediate effect and the application will be cancelled.

In cases where the fraudulent and/or misleading information is suspected/discovered at any time after the applicant has enrolled as a student, the college reserves the right to carry out its investigations and if it is found that there has been a deliberate attempt to use fraudulent and/or misleading information, or relevant information was withheld to obtain a place of study, actions will be taken to permanently expel the student with immediate effect.

If a student is permanently expelled for the reasons set out above, the college reserves the right to inform this incident to any other relevant professional bodies and/or third parties where appropriate.

11. Data Protection

The Data collected in the application form will be used for administering and managing the educational programmes and other services provided by the college to enhance the learner journey.

UKCBC collects, stores and processes data in a secure manner in compliance with the GDPR regulations.

The College ensures that a fair, transparent and equitable approach is always ensured in its admission procedures and ensures strict compliance with the CMA regulations and expectations.

The data will only be shared with third parties acting on our behalf including awarding bodies, governing and other regulatory organisations, potential employers, or other relevant organisations, if necessary, to fulfil obligations and will be in line the terms set out by the General Data Protection Regulation (2018).

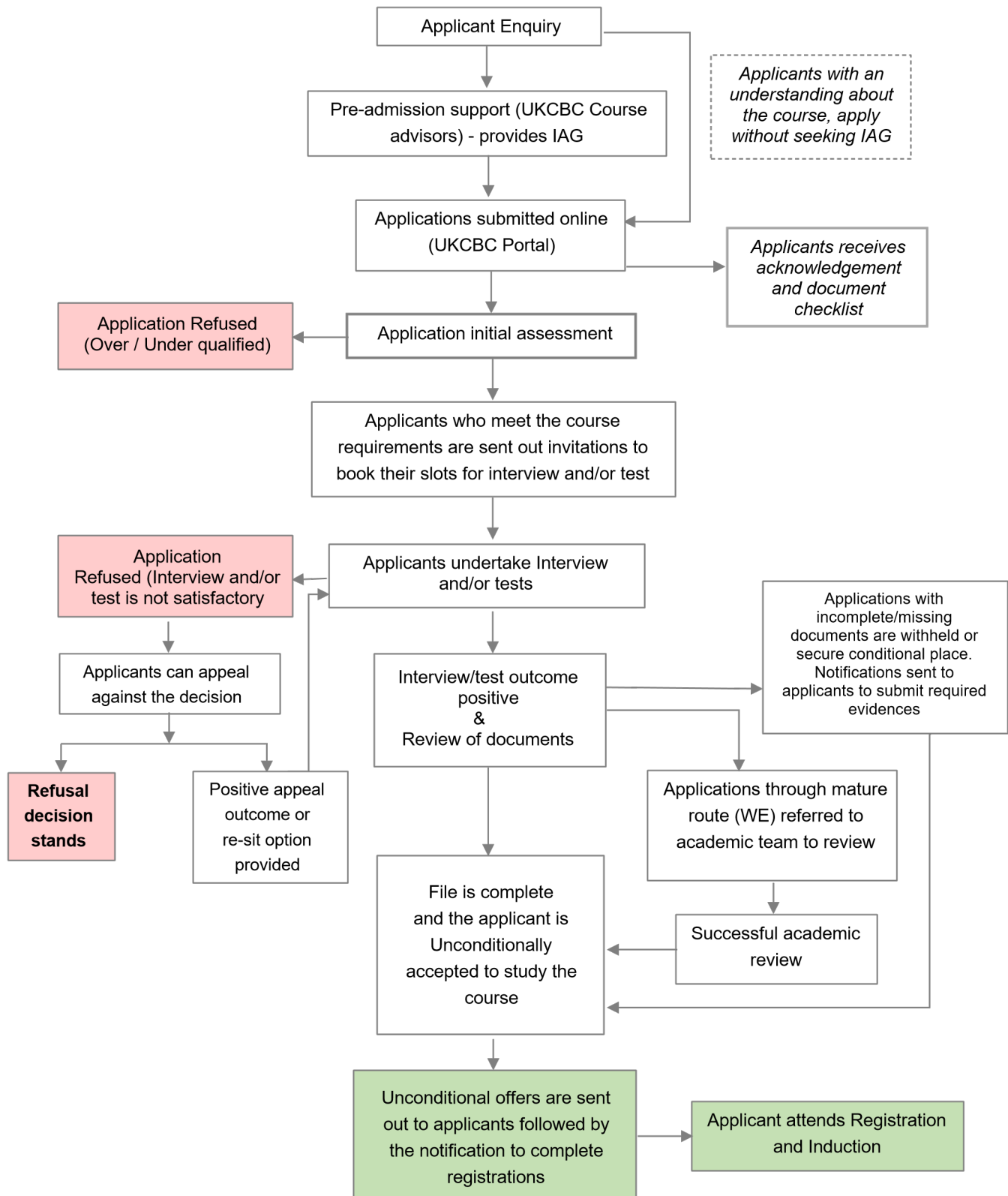
We will continue to hold data including students' academic achievements, and once the student completes the course and leave, the documents will still be retained, but shall not be kept longer than is necessary.

More details about GDPR (2018) are available on our website:

<http://www.ukcbc.ac.uk/wp-content/uploads/2018/05/UKCBC-GDPR-Policy.pdf>

annex 1

**UKCBC ADMISSIONS PROCESS FLOW CHART –
for UWL Degree Programmes**



English Language testing at UKCBC Interview:

All applicants are required to undertake an admissions interview as a part of their application irrespective of entry routes and merits. The interviews are designed to test applicants' listening and speaking skills. It also highlights applicants' intention to pursue higher education. Each interview is individually assessed and graded with the following outcomes, 'Excellent, Good, Satisfactory, Poor'. Applicants must achieve a minimum 'satisfactory' for their interview.

Writing test:

Applicants are required to undertake the writing test conducted by the college, if they do not have any of the below evidence to demonstrate their language competency:

- a) GCSE or AS/A levels from the UK
- b) Any other recognised level 3 qualification from the UK
- c) English language proficiency certificate from a valid body
- d) High school pass certificate equivalent to UK GCSE from any of the following English-speaking countries:

1. Antigua and Barbuda	10. Ireland
2. Australia	11. Jamaica
3. The Bahamas	12. Malta
4. Barbados	13. New Zealand
5. Belize	14. St Kitts and Nevis
6. Canada	15. St Lucia
7. Dominica	16. St Vincent and the Grenadines
8. Grenada	17. Trinidad and Tobago
9. Guyana	18. USA

The writing test has been designed to consider reading and writing skills. Applicants are given five open ended questions on various topics without any referencing materials made available. Each writing test is individually marked with bands that scores on a scale from 1 (the lowest) to 9 (the highest). Applicants must achieve at least band '5.5' in the writing test.

The grades achieved in the interviews and the bands from the writing tests are assessed together to determine the applicants' language proficiency.

The equivalence of the interview grades and the writing test bands are as follows:

Writing test Band score	Interview grades
7 and above	Excellent
6	Good
5.5	Satisfactory (Pass)